

# Workday Open Enrollment: **Mobile** Step by Step Guide

## IMPORTANT NOTE:

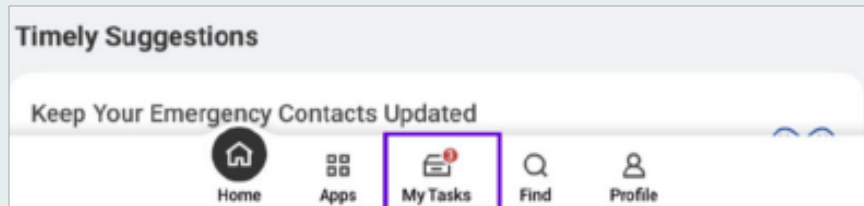
If you must step away in the middle of making your choices, Workday will save your progress. Simply re-open the enrollment task to pick up where you left off.

Last Updated 10/20



# Starting the Process

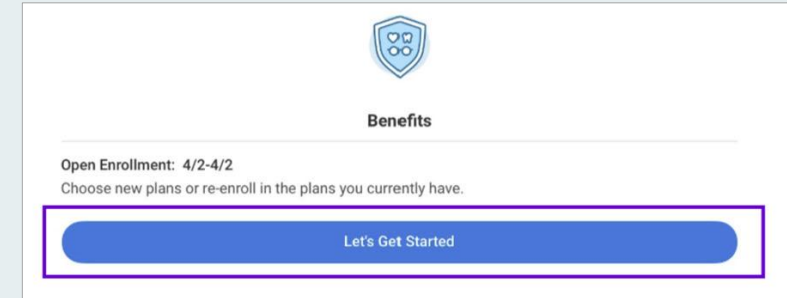
1. Select 'My Tasks' from the menu at the bottom of the app.



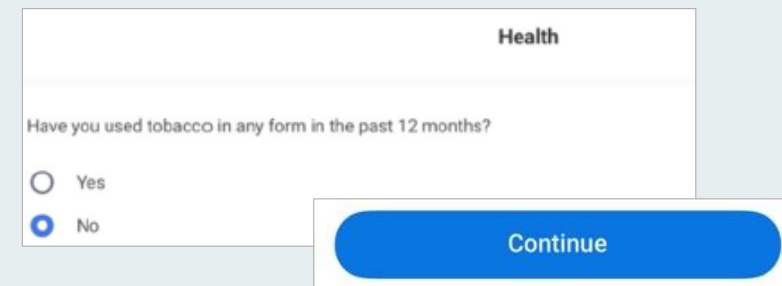
2. Choose the 'Open Enrollment' Task.



3. Select 'Let's Get Started'.



4. Answer 'Tobacco Use' question then select 'Save', then 'Continue'.



# Choose a Medical Plan

1. This is your benefit's homepage. Select 'Enroll' in the medical card.

The screenshot shows the 'Open Enrollment' homepage. At the top, there's a back arrow and the title 'Open Enrollment'. Below it is a section for 'Enrollment Instructions' with a dropdown arrow. The main content area is titled 'Health Care and Accounts'. It features three cards: 'Medical' (with a heart icon and 'Waived' status), 'Dental' (with a tooth icon and 'Waived' status), and 'Vision' (with a glasses icon and 'MetLife' status). The 'Medical' card has an 'Enroll' button highlighted with a red box. At the bottom, there's a 'Cost per paycheck' section showing 'Included' and a 'Review and Sign' button.

2. Make your choices:

- Choose the edit icon next to the plan you wish to edit. On the detail page, choose 'Select' or 'Waive'. Rates on this page will default to your most recent coverage level, if available. In this case: 'Employee Only'.
- Tap the plan name in the bubble for a full rate breakdown.
- 'Add Dependents' will appear next if you choose any plan. After adding dependents, your displayed rate will change to reflect who you are enrolling in the plan.

**Ex:** If you add a dependent child, your enrollment level will change from 'Employee Only' to 'Employee + Child(ren)'.

- Once your selection is complete, the plan page should now show your desired plan as 'Selected'.

The three screenshots illustrate the plan selection process. The first screenshot, titled 'Plans Available', shows a list of plans with a red box around the 'Cigna HDHP LOCAL PLUS 2026' plan. The second screenshot shows the details for the 'Cigna HDHP LOCAL PLUS 2026' plan, with a red box around the plan name and another around the 'Waive' option under the 'Select / Waive' section. The third screenshot shows the final confirmation screen with the 'Cigna HDHP LOCAL PLUS 2026' plan selected, and a 'Confirm and Continue' button at the bottom.

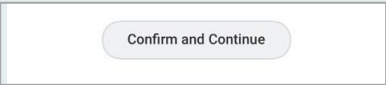
| Plan Name                            | Status   | Rate    |
|--------------------------------------|----------|---------|
| Cigna HDHP BROAD Plan 2026           | Waived   | \$6.36  |
| Cigna HDHP LOCAL PLUS 2026           | Included |         |
| Cigna PPO Base BROAD Plan 2026       | Waived   | \$56.74 |
| Cigna PPO Base LOCAL PLUS Plan 20... | Included |         |

**Selected Plan Details:**

- Plan: Cigna HDHP LOCAL PLUS 2026
- Status: Waived
- You Pay (Biweekly): Included
- Company Contribution (Biweekly): \$460.14

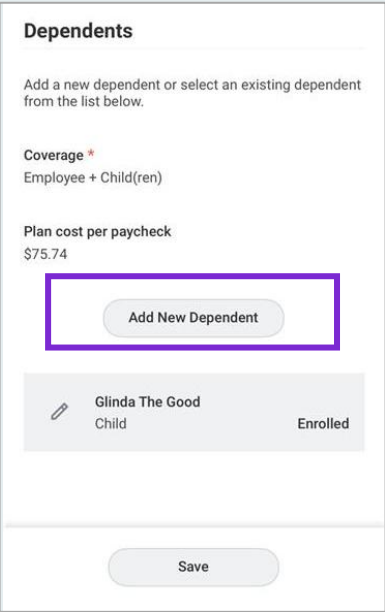
# Provide Dependent Details

1. To select or add dependents for a specific plan, select that plan card, pick a plan, then tap ‘Confirm and Continue’ at the bottom of the page.

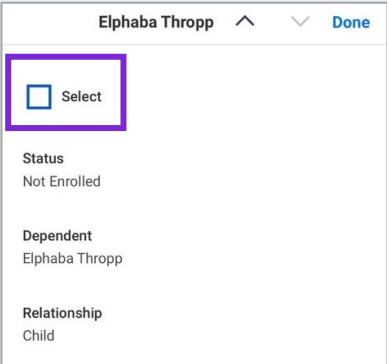


2. Tap ‘Add New Dependent’ to add anyone not listed.

- Tap ‘Next’, then complete the required fields on the detail screen and ‘OK’ to move forward.
- After you are returned to the Dependents' page, tap the edit icon by the new name, then tap ‘Select’ on the next screen to add them to be covered under this plan.



If a dependent already exists in Workday, tap the edit icon to add or remove from the plan as needed.



**NOTE:** For the ‘Relationship’ field, the option ‘Dual Spouse’ should be selected if the dependent is also an employee of the City of Lee’s Summit.

# Choose a Savings Plan

1. Select 'Enroll' or 'Manage' in the card for the relevant account on the enrollment homepage.

Options include:

- 'Dependent Care FSA',
- 'Healthcare FSA' or
- 'Health Savings Account'\*

Open Enrollment

Health Savings Account  
Waived  
Enroll

Healthcare FSA  
Waived  
Enroll

Dependent Care FSA  
Waived  
Enroll

2. Tap the edit icon for the account listed. Tap 'Select' or 'Waive' as desired, then 'Done'.

10:26

Dependent Care FSA

Projected Total Cost Per Paycheck  
\$83.49

Spending Account Instructions

Plans Available

Select a plan or Waive to opt out of Dependent Care FSA.

P&A Group 2026  
Waived

Select / Waive \*

Select

Waive

Status  
Selected

You Contribute (Biweekly)  
—

P&A Group 2026

Done

3. You will now see your new plan status. Tap 'Confirm and Continue'.

- If you enrolled in an account, you may now enter what you wish to contribute per paycheck then select 'Save'.

Plans Available

Select a plan or Waive to opt out of Dependent Care FSA.

P&A Group 2026  
Selected

Confirm and Continue

Dependent Care FSA - P&A Group 2026

Per Paycheck  
225.00

Annual  
5,850.00

Total Paychecks  
26

Minimum Annual Amount: \$120.00

Maximum Annual Amount: \$7,500.00

Summary

Total Annual Contribution  
\$5,850.00

Save

\* To enroll in an HSA plan, you are required to first select a HDHP Medical plan.

# Add Life Insurance

## 1. Select 'Enroll' or 'Manage' in the Life Insurance card on the enrollment homepage.

- Tap the edit icon to make changes to a plan then tap 'Select' or 'Waive' and 'Done'.
- Once you have returned to the plan screen, tap 'Confirm and Continue'.

The first screenshot shows the 'Open Enrollment' screen with four options: 'Voluntary Life Waived', 'Spouse Voluntary Life Waived', 'Child Voluntary Life Waived', and 'Voluntary AD&D Waived'. Each option has an 'Enroll' button. The second screenshot shows the 'Plans Available' screen for 'Voluntary Life' with a list of plans, including 'The Hartford (Employee) Waived'. The third screenshot shows the 'Plans Available' screen for 'Voluntary AD&D' with a list of plans, including 'The Hartford (Employee) Selected'. The fourth screenshot shows the 'Select / Waive' screen with 'Select' and 'Waive' options. The fifth screenshot shows the 'Confirm and Continue' button.

**NOTE:** Even though they are provided to you for free, you must review 'Basic Life' and 'Basic AD&D' plans and choose a primary beneficiary (if you have not already).

## 2. Choose a coverage level then begin adding beneficiaries.

The first screenshot shows the 'Coverage' screen with a dropdown menu for 'Coverage' and a 'Plan cost per paycheck' field. The second screenshot shows the 'Beneficiaries' screen with a 'Coverage' dropdown, 'Plan cost per paycheck' field, and a list of beneficiaries. The third screenshot shows the 'Details' screen for a beneficiary with a 'Beneficiary' field, 'Percentage' field, and a 'Delete' button. The fourth screenshot shows the 'Close' screen for a beneficiary with a 'Beneficiary' field, 'Percentage' field, and a 'Delete' button. The fifth screenshot shows the 'Details' screen for a beneficiary with a 'Beneficiary' field, 'Percentage' field, and a 'Delete' button. The sixth screenshot shows the 'Primary Beneficiaries' screen with a list of beneficiaries and their percentages.

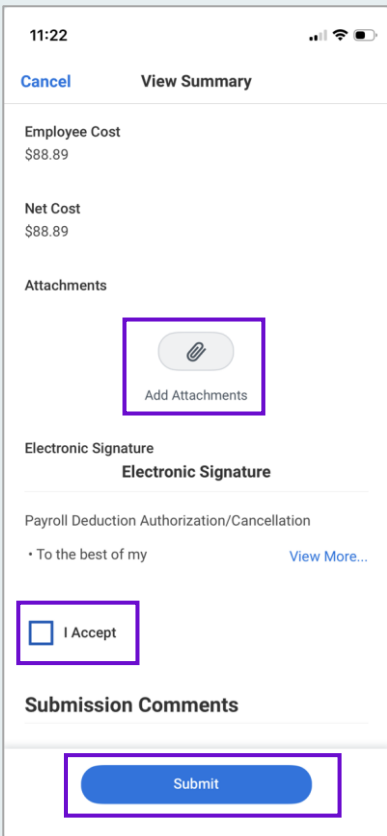
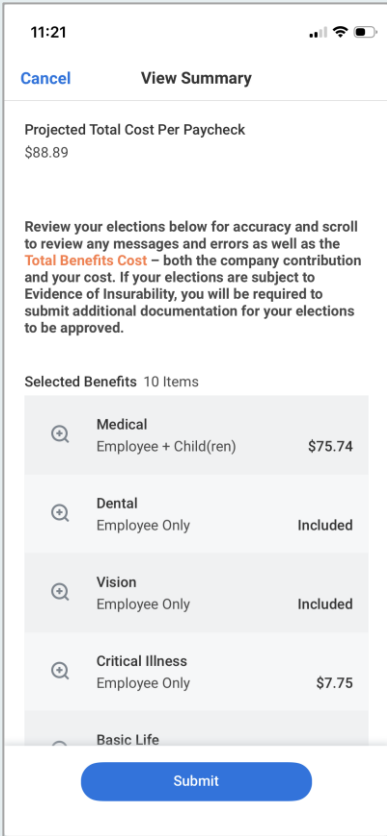
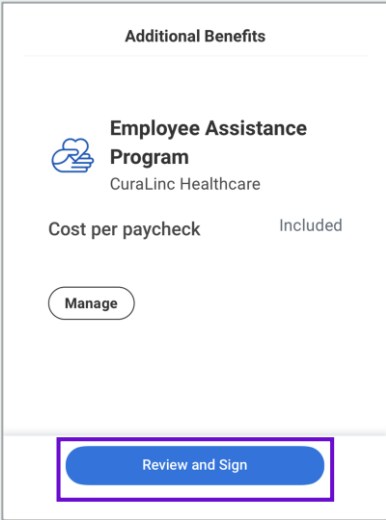
- Tap the empty beneficiary field to enter a name.
- You may select a Beneficiary already listed or add new by tapping the (+).
- Once the correct person is entered/selected, enter the % value you wish to assign them.
- If you designate more than one person per category, your total must equal 100%.

# Complete Enrollment

1.

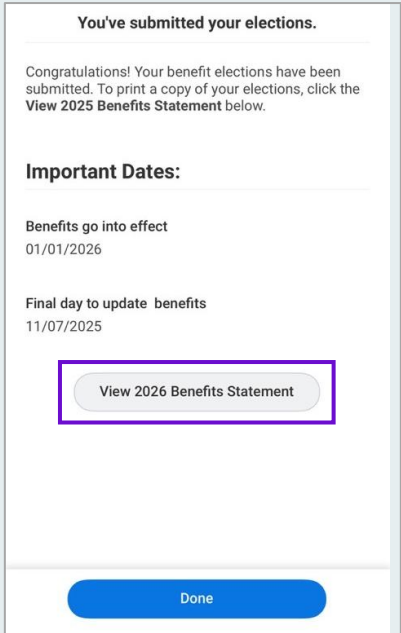
When ready select ‘Review and Sign’ at the bottom of the enrollment homepage.
2.

Review your selected and waived benefits, uploading relevant documents\* via ‘Add Attachments’. Tap ‘I Accept’ to confirm your electronic signature, then ‘Submit’.



**Optional:**

If you wish to double check your elections when done, tap ‘View Statement’ on confirmation screen.



\* To add a new dependent, you are required to attach a birth certificate for a baby, marriage license for marriage, or letter confirming employment/coverage loss for dependent.

## Need to Reopen your Enrollment?

Have you already submitted your choices but want to make a change?

If the enrollment window is still open, you can do this on your own:

- Click the Main Menu on the top left
- Select 'Benefits and Pay' under 'Personal'
- Find the 'Benefit Event: Open Enrollment' tile at the top of the Overview page
- Click 'Edit' to adjust your choices.

## Other Questions?

Please reach out to our Benefits Specialist directly:

**Christina Garside**

[Christina.Garside@cityofls.net](mailto:Christina.Garside@cityofls.net)

816.969.1042

OR

Submit a Support Ticket: [servicedesk.cityofls.net/](https://servicedesk.cityofls.net/)

Then follow these prompts...

